

OFFICE OF PROSECUTOR COORDINATOR

Enabling Laws

Act 1209 of 2003
Act 925 of 1975
ACA 16-21-201

History and Organization

The Office of the Prosecutor Coordinator (PCO) was created under Act 925 of 1975. The Prosecution Coordination Commission, a seven-member board chosen by all elected prosecuting attorneys, sets the overall policy of the Coordinator's office. The mission statement for PCO is to *improve the criminal justice system by promoting professionalism in the offices of Arkansas Prosecuting Attorneys and Victim Service Providers through education, information, liaison, and advocacy*. The Office provides a broad range of technical assistance and support services for prosecuting attorneys, their deputies, and crime victim service providers. The support services include:

LEGAL RESEARCH - Upon request, the staff prepares extensive trial briefs, legal memoranda, county government opinions, sample ordinances, and basic litigation forms. Emergency assistance during a trial is a special service. The research center is especially important to deputies in rural areas who do not have ready access to a law library. In addition, PCO staff attorneys may serve as special deputy prosecuting attorneys' as needed.

CONTINUING LEGAL EDUCATION - PCO sponsors continuing legal education seminars for prosecutors, deputies, victim/witness coordinators, hot check coordinators, law enforcement, and other support staff.

LENDING LIBRARY - A lending library of educational materials, e.g., books, videotapes, and audiocassettes is maintained.

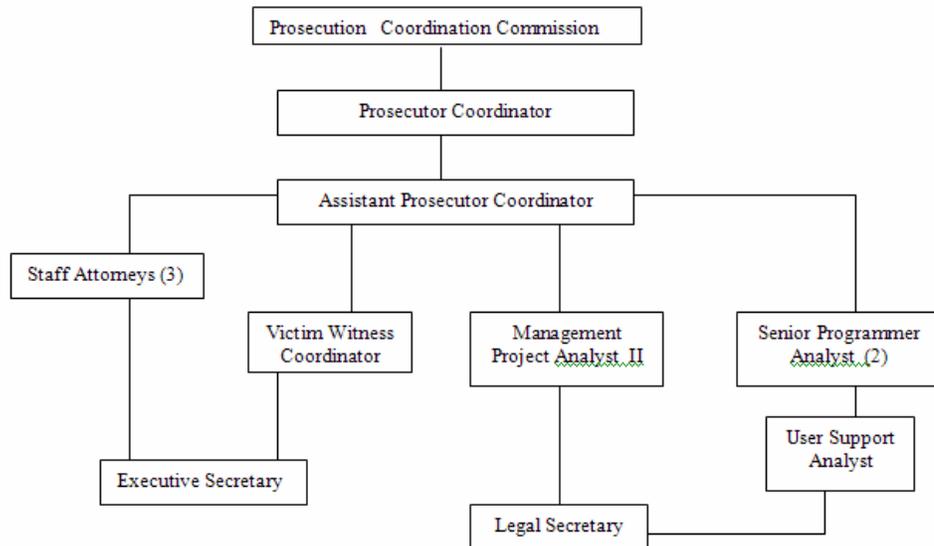
PUBLICATIONS - Newsletters capsuling the latest appellate court opinions and other information are distributed as follows: APAA Newsletter to members of the Prosecuting Attorneys' Association; Crackdown to drug prosecutors and narcotics officers; and Advocates in Action to victim services providers. Training manuals on a variety of subject matters have been developed and supplemented on an as needed basis.

CIVIL COMMITMENTS - Pursuant to Act 861 of 1989, Act 10 of the Third Extraordinary Session of 1989, and Act 911 of 1989, PCO is responsible for representing the State in all civil and criminal commitment hearings held on the State Hospital grounds. PCO participated in approximately 2,635 hearings during 2001-2002.

VICTIM/WITNESS SUPPORT - A victim/witness coordinator position at PCO was established by Act 408 of 1985 to provide training and technical assistance to victim service providers and crime victims. There are currently victim assistance programs in all 28 judicial districts. Some of these districts have

programs in multiple counties.

COMPUTERS - The Office of the Prosecutor Coordinator has developed programs to automate functions within the Prosecuting Attorneys' Offices. The Hot Check System handles hot check offenses which have resulted in millions of dollars in collected restitution for merchants. PCO has implemented a new case management system for tracking defendants, victims, witnesses and trial information to aid prosecutors, case coordinators and victim witness coordinators in handling cases.



Agency Commentary

RENT - The Office of Prosecutor Coordinator is requesting \$1,934 for office space for the first year of the biennium to provide for a 4% increase in rent charged by the Catlett-Prien Firm, bringing the rate up from \$11.24 to \$11.86 per square foot, and \$2,554 for the second year of the biennium to provide for an anticipated 5% increase, bringing the rate up from \$11.86 per square foot to \$12.46.

TECHNOLOGY - The Office of Prosecutor Coordinator requests additional funding the first year of the biennium to replace our current servers and tape backup autoloader purchased in 1999 and to replace two computers. This equipment replacement is not only vital for our office's critical data backup but with the emergence of virtual private networking, we are now able to backup critical data at remote Prosecuting Attorneys' offices. This additional funding will also be used to improve and manage our automated case management and automated hot check systems which are key elements in the State Integrated Justice System.

RECLASSIFICATION - This reclassification from a grade 21, Senior Programmer Analyst to a grade 24, Information Systems Administrator is being requested by the Office of the Prosecutor Coordinator based on the following: 1) The current Senior Programmer Analyst has over 16 years experience, six of which has been served in the Office of Prosecutor Coordinator. 2) This individual supervises a three person staff serving as liaisons to prosecuting attorneys and their staffs which operate either the automated Hot Check Collection System and/or the Prosecution Coordination Commission Case Management System. 3) This position serves as a technical adviser to the State of Arkansas'

Integrated Justice Pilot Project in Faulkner County. 4) This increase will allow for continuity in the position, and will also make the position competitive with applicable positions in other state and federal agencies as well as in the private sector.

EXTRAORDINARY SALARY INCREASE - This increase is requested by the Prosecution Coordination Commission and is based on the following facts: 1) The current Prosecutor Coordinator has eighteen years legal experience, sixteen years in the Office of Prosecutor Coordinator. 2) This individual is responsible for management of a twelve staff member state office as well as serving as liaison to Prosecuting Attorneys and their staff in all 28 Judicial Districts of the state. 3) This increase will allow for continuity in the position, and will also make the position competitive with applicable positions in other state and federal agencies as well as in the private sector.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
 AUDIT OF :
 OFFICE OF PROSECUTOR COORDINATOR
 FOR THE YEAR ENDED JUNE 30, 2003

Findings	Recommendations
None	None

Employment Summary

	Male	Female	Total	%
White Employees	3	7	10	100 %
Black Employees	0	0	0	0 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			0	0 %
Total Employees			10	100 %

Publications

A.C.A 25-1-204

Name	Statutory Authorization	Required for		# Of Copies	Reason (s) for Continued Publication and Distribution
		Governor	General Assembly		
None	N/A	N	N	0	N/A

Department Appropriation / Program Summary

Appropriation / Program		Historical Data				Agency Request and Executive Recommendation									
		2003-2004		2004-2005		2004-2005		2005-2006				2006-2007			
		Actual	Pos	Budget	Pos	Authorized	Pos	Agency	Pos	Executive	Pos	Agency	Pos	Executive	Pos
065	Law Enforcement & Prosecutorial	71,997	0	72,000	0	75,000	0	72,000	0	72,000	0	72,000	0	72,000	0
090	Prosecutor Coordinator Operations	726,935	12	749,067	12	758,957	12	801,413	12	793,026	12	805,477	12	796,779	12
NOT REQUESTED FOR THE BIENNIUM															
230	Violence Against Women	15,622	1	0	0	57,509	1	0	0	0	0	0	0	0	0
Total		814,554	13	821,067	12	891,466	13	873,413	12	865,026	12	877,477	12	868,779	12

Funding Sources			%		%		%		%		%		%
Federal Revenue	4000020	15,622	1.9	0	0.0			0	0.0	0	0.0	0	0.0
Special Revenue	4000030	71,997	8.8	72,000	8.8			72,000	8.2	72,000	8.3	72,000	8.3
State Central Services	4000035	673,002	82.6	693,678	84.5			745,863	85.4	737,476	85.3	748,426	85.3
Special State Asset Forfeiture	4000465	53,933	6.7	55,389	6.7			55,550	6.4	55,550	6.4	57,051	6.5
Total Funds		814,554	100.0	821,067	100.0			873,413	100.0	865,026	100.0	877,477	100.0
Excess Appropriation/(Funding)		0		0				0		0		0	
Grand Total		814,554		821,067				873,413		865,026		877,477	

Analysis of Budget Request

Appropriation / Program: 065 - Law Enforcement & Prosecutorial Programs

Funding Sources: MDT-Law Enforcement & Prosecutorial Programs

The Office of Prosecutor Coordinator requests Base Level of \$ 72,000 each year of the 2006-2007 biennium for the Law Enforcement and Prosecutorial Programs appropriation. This program is funded from a portion of those funds remitted by the cities and counties from court costs and filing fees for deposit into the State Administration of Justice Fund. A share of those funds collected is then allocated to the Office of Prosecutor Coordinator for deposit in the Law Enforcement and Prosecutor Drug Enforcement Training Fund per Arkansas Code Annotated §16-10-310. Funds are used solely for law enforcement and prosecutorial purposes.

The Executive Recommendation provides for the Agency Request.

Appropriation / Program Summary

Appropriation / Program: 065 Law Enforcement & Prosecutorial Programs
Funding Sources: MDT-Law Enforcement & Prosecutorial Programs

Historical Data

Agency Request and Executive Recommendation

Commitment Item	2003-2004	2004-2005	2004-2005	2005-2006			2006-2007		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Law Enforcement / Prosecutorial5900046	71,997	72,000	75,000	72,000	72,000	72,000	72,000	72,000	72,000
Total	71,997	72,000	75,000	72,000	72,000	72,000	72,000	72,000	72,000
Funding Sources									
Special Revenue 4000030	71,997	72,000		72,000	72,000	72,000	72,000	72,000	72,000
Total Funding	71,997	72,000		72,000	72,000	72,000	72,000	72,000	72,000
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	71,997	72,000		72,000	72,000	72,000	72,000	72,000	72,000

Analysis of Budget Request

Appropriation / Program: 090 - Prosecutor Coordinator Operations

Funding Sources: HSC-Prosecutor Coordinator Operations

This appropriation represents the main operating appropriation used by the Office of Prosecutor Coordinator in meeting costs associated with fulfilling the essential mission of the Agency. This appropriation is funded from the State Central Services Fund. The Base Level for this agency is \$772,539 in FY06 and \$790,565 in FY07. Of the total Agency Request for this appropriation, Change Level Requests totals \$ 28,874 for FY2006 and \$ 14,912 for FY 2007.

The Office of Prosecutor Coordinator requests that the Prosecutor Coordinator's FY2005 salary level of \$ 75,751 be increased bringing the salary level to \$ 84,800. A standard 3.0% increase above the requested level for FY06 is then requested for FY07, bringing the salary level to \$ 87,089. This increase is requested to make this position's salary competitive with comparable positions in the private sector as well as an effort to recognize the incumbent's qualifications and experience. The Agency would like to re-class one Sr. Programmer/Analyst grade 22 to an Information Systems Administrator grade 24.

Base Level for this appropriation includes a graduated salary increase of 3.0% to 1.5% each year over the FY05 salary levels, along with related Personal Services Matching costs for 12 Base Level positions. This includes a \$600 minimum increase for employees earning \$20,000 or below. Included in Personal Services Matching is a \$40 per month increase in the monthly contribution for State employee's health insurance for a total state contribution of \$320 per month per budgeted employee.

In Regular Operating Expenses, \$ 1,934 for FY06 & FY07 is requested as a result of an anticipated four percent (4%) increase in office space rent expense.

In Technology Operating Expenses, \$15,000 is requested in FY06 for additional computers, servers and software.

The Executive Recommendation provides for the Agency Request except it does not recommend the Extraordinary Salary increase for the Prosecutor Coordinator grade 99 position.

Appropriation / Program Summary

Appropriation / Program: 090 Prosecutor Coordinator Operations
Funding Sources: HSC-Prosecutor Coordinator Operations

Historical Data

Agency Request and Executive Recommendation

Commitment Item	2003-2004	2004-2005	2004-2005	2005-2006			2006-2007		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	489,246	504,776	514,837	519,578	529,628	522,568	534,751	545,153	537,831
#Positions	12								
Personal Services Matching 5010003	124,866	135,091	130,752	143,761	145,651	144,324	146,614	148,570	147,194
Operating Expenses 5020002	107,020	107,508	107,508	107,508	124,442	124,442	107,508	110,062	110,062
Travel-Conference Fees 5050009	5,803	1,692	5,860	1,692	1,692	1,692	1,692	1,692	1,692
Professional Fees and Services 5060010	0	0	0	0	0	0	0	0	0
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Total	726,935	749,067	758,957	772,539	801,413	793,026	790,565	805,477	796,779
Funding Sources									
State Central Services 4000035	673,002	693,678		716,989	745,863	737,476	733,514	748,426	739,728
Special State Asset Forfeiture 4000465	53,933	55,389		55,550	55,550	55,550	57,051	57,051	57,051
Total Funding	726,935	749,067		772,539	801,413	793,026	790,565	805,477	796,779
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	726,935	749,067		772,539	801,413	793,026	790,565	805,477	796,779

Change Level by Appropriation

Appropriation / Program: 090-Prosecutor Coordinator Operations

Funding Sources: HSC-Prosecutor Coordinator Operations

Agency Request

Change Level		2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
BL	Base Level	772,539	12	772,539	100.0	790,565	12	790,565	100.0
C01	Existing Program	1,934	0	774,473	100.2	2,554	0	793,119	100.3
C08	Technology	15,000	0	789,473	102.1	0	0	793,119	100.3
C10	Reclass	3,553	0	793,026	102.6	3,660	0	796,779	100.7
C15	Ex Salary Increase	8,387	0	801,413	103.7	8,698	0	805,477	101.8

Executive Recommendation

Change Level		2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
BL	Base Level	772,539	12	772,539	100.0	790,565	12	790,565	100.0
C01	Existing Program	1,934	0	774,473	100.2	2,554	0	793,119	100.3
C08	Technology	15,000	0	789,473	102.1	0	0	793,119	100.3
C10	Reclass	3,553	0	793,026	102.6	3,660	0	796,779	100.7
C15	Ex Salary Increase	0	0	793,026	102.6	0	0	796,779	100.7

Justification

C01	The Agency is requesting \$1,934 in FY06 and \$2,554 in FY07 in Operating Expenses to provide for a 4% increase in rent from a rate of \$11.86 in FY06 to \$12.46 per square foot in FY07. The total square footage leased is 4,305. The office space is leased from the Catlett-Prien Firm in the Tower Building.
C08	Requesting \$15,000 in Operating Expense in FY06 to provide for the Agency's Information Technology needs. The Agency is requesting to replace two (2) servers and computer, and a backup autoloader, and software. The additional equipment will be used to upgrade the existing automated case management and automated hot check system and maintain their network firewalls.
C10	The Agency is requesting one Sr. Programmer/Analyst grade 22 be reclassified to an Information Systems Administrator grade 24.
C15	Requesting an extraordinary salary increase in salary with match for the grade 99 Prosecutor Coordinator position.

Appropriation / Program Summary

Appropriation / Program: 230 Violence Against Women
Funding Sources: FPC-Violence Against Women Federal

Historical Data

Agency Request and Executive Recommendation

Commitment Item	2003-2004	2004-2005	2004-2005	2005-2006			2006-2007		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	11,033	0	39,731	0	0	0	0	0	0
#Positions	1	0	1	0	0	0	0	0	0
Personal Services Matching 5010003	3,067	0	10,396	0	0	0	0	0	0
Operating Expenses 5020002	1,522	0	5,782	0	0	0	0	0	0
Travel-Conference Fees 5050009	0	0	0	0	0	0	0	0	0
Professional Fees and Services 5060010	0	0	1,600	0	0	0	0	0	0
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Total	15,622	0	57,509	0	0	0	0	0	0
Funding Sources									
Federal Revenue 4000020	15,622	0		0	0	0	0	0	0
Total Funding	15,622	0		0	0	0	0	0	0
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	15,622	0		0	0	0	0	0	0

This appropriation is not requested for the 2005-2007 Biennium.